

**Scottish Terms And Conditions (STAC) Committee
Minute of Meeting**

**Thursday 5 December 2019, 10.00 am
Empire House, Glasgow**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire	Colin Poolman (Co Chair) – RCN – In Chair
Ian Reid – Employer Secretary – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Eni Adesida – Scottish Government	Wilma Brown - Unison
Caroline Cooksey – NHS Dumfries and Galloway	Philip Coghill - RCN
Lynne Khindria – Management Steering Group	Julie Collins - CSP
Anne MacPherson – NHS Greater Glasgow and Clyde	Linda Delgado - Unite
	Simon Fevre - BDA
	Andy Hogg - POA
	Lilian Macer - Unison
	Gordon McKay - Unison
	Jackie Mitchell - RCM
	James O'Connell - Unite
	Graham Pirie - SCP
	Rob Quick - HCSA
	Ros Shaw - RCN
	Deborah Shepherd – SoR
	Sylvia Stewart - Unite

Secretariat: Colin Cowie – SGHSCD

1. Apologies

Employers	Laura Ace, Janis Butler, John Burns Pauline Howie, Annie Ingram, Jacqui Jones, Patricia Leiser, Sean Neill
TU & Professional Organisations	Jane Anderson, Tony Axon, Tony Dowling, Karen Leonard, Cathy Millar, Norman Proven, Claire Ronald, Tom Waterson

2. Minutes and Actions of Previous Meeting (18 September 2019)

The Minutes and Action Points were agreed as an accurate record of the 18 September meeting.

It was noted that two members of STAC, Tom Waterson and Cathy Millar, were presently dealing with health issues. The Committee felt it would be appropriate to acknowledge this and formally record STAC's best wishes for their recovery.

Staff Side took the opportunity to raise concerns about the lack of a national position on the use of Annual Leave during a phased return to work. Employers undertook discuss this and write to the Staff Side once a position had been established.

3. Matters to Report

a) Job Evaluation

STAC noted the paper which had been circulated providing an update on the work of the Group.

The new CAJE system was initially due to go live on 2 December but a number of technical issues had arisen. These were being addressed and the expectation is that the system will be up and running as intended soon.

Regional workshops took place in October and were well attended and provided helpful feedback. Consistency was identified as a key issue, and the Group sought STAC's approval to produce an options appraisal looking at how the service can best ensure consistency of outcomes across NHS Scotland in the future. The Committee agreed to this.

Action: To produce option appraisal around consistency

Issues around the integrity, maintenance and governance of Job Evaluation had been highlighted by recent events in NHS Tayside. The Job Evaluation Group will be reviewing these events to ascertain what lessons may be learnt and in particular refreshing the Blocked Matching procedure to ensure it is fit for purpose.

Action: To refresh Blocked Matching Protocol

b) RRP Group

The Working Group had met on 15 October and discussed the fact that Scotland has a number of RRPs which have now been in place for some time, with no indication of an exit strategy. The proposal was therefore to include a requirement to produce an action plan detailing how Boards intend to mitigate

the need for the RRP in the longer term as part of the application process. And also to introduce a mid-term review to monitor this work.

In addition, the Group agreed to look at equality aspects of the RRP process, how workforce planning and risk assessment is factored in, recruitment practices and the costs and benefits of hiring in staff through agencies and contractors, as compared to the application of an RRP.

c) Appraisal and Incremental Progression

Funding had now been secured to support the work required around Appraisal and Incremental Progression. A Programme Board has been established and is due to meet again in January. NES have started the development work required for the Turas system. The recruitment process for a project and training lead is underway and when the required staff are in post, Once for Scotland statutory and mandatory training modules will be developed which will be available through Turas.

d) Organisational Change Protection

Further guidance had been issued to the service allowing staff on pre-existing protection arrangements to access the 2019 promotion provisions. The expectation is that, over time, this will reduce the numbers on protection and the overall cost. STAC representatives are due to meet Payroll contacts to discuss technical issues arising with protected pay as a result of the Agenda for Change pay deal and the Committee agreed that, as a rule, technical questions arising from policies agreed by STAC should be addressed by STAC.

e) Paid As If At Work

Staff Side indicated that they were not able to reach a collective position on the offer which had been made to settle outstanding tribunal cases. It was agreed that Employers should write individually to the 4 organisations involved, Unison, Unite, GMB and POA.

Action: Employers to write individual offer letters to unions.

Concerns were raised about anecdotal reports of rotas being manipulated around holiday periods to reduce costs. It was agreed that any instances of this which came to light should be brought to the attention of the Secretariat.

f) Midwifery Continuity of Care

The Royal College of Midwives had raised a number of concerns about the terms and conditions implications of the proposed new model of maternity care in Scotland. It was agreed at the last STAC to set up a scoping meeting to explore these. There had delays in setting this up but the intention was to arrange this before the next STAC and report back.

4. Matters to Discuss

a) Last Year of Pay Deal and End of Transitionary Period

The re-structuring of the Agenda for Change pay system over the last year of the 3 year deal and in year 4 when Bands 5, 6 and 7 will assume their final form makes pay and progression issues more complicated than in previous years. STAC agreed that the Technical Group should develop guidance for staff and the service to try to ensure that all sides are as clear as they can be what the pay situation will be in 2020-21 and 2021-22.

Action: To produce guidance on pay deal

b) 2018 Pay Deal EQIA

The draft EQIA for the 3 year Agenda for Change pay deal had been circulated and, with the proviso that further consideration may need to be given to the situation as the work of the Appraisal and Incremental Progression Group develops, the Committee indicated it was content to see this published.

Action: To publish EQIA

c) NHS Highland RRP Application – Raasay

Both sides of STAC had considered the application from NHS Highland for an RRP for Care at Home Workers on the island of Raasay and the conclusion was that STAC should approve this for a 2 year period.

d) Meeting Dates for 2020

The meeting dates for next year were noted and approved.

4. Matters to Note

a) Scheme Advisory Board – Minutes – 9 September 2019

The SAB had been looking at a number of issues including tax flexibilities around the Annual Allowance and which NHS Scotland allowances should be pensionable. It was also recognised that the McCleod judgement would have major implications. It meant that the protection arrangements for public sector schemes which were put in place as part of the 2015 reforms would have to be revised. This would result in significant additional costs, although these had not yet been fully quantified.

The Chair finished the meeting by wishing all STAC members a happy festive period.

5. Date of Next Meeting

20 March 2020

Colin Cowie
Scottish Government
Scottish Terms and Conditions Committee

5 December 2019 Meeting

Action Points

Agenda Subject	Action	Action Officer(s)	Update
3a) Job Evaluation	To produce option appraisal around consistency	Job Evaluation Group	Delayed by COVID-19
3a) Job Evaluation	To refresh Blocked Matching Protocol	Job Evaluation Group	Ongoing
3d) Paid As If At Work	To write to each union separately	Employers	Done. Letter sent on 24 February
4a) Last Year of Pay Deal and End of Transitional Period	To produce pay circular and guidance on pay deal	Technical Group	Done – circular issued on 4 March
4b) 2018 Pay Deal EQIA	To publish EQIA	Scottish Government	Done. Published on 31 January